OPEN EXAMINATION



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EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

FOOD SERVICE TECHNICIAN II

CONTINUOUS TESTING OPEN SPOT FOR PATTON STATE HOSPITAL

SALARY RANGE: \$2215 - 2693

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

WHERE TO APPLY PATTON STATE HOSPITAL

EXAMS/HIRING UNIT

3102 EAST HIGHLAND AVENUE

PATTON, CA 92369

(909) 425-7000 / TDD (909) 862-5730

California Relay for the hearing impaired: from a TDD Phone (800) 735-2929, from a Voice Phone (800) 735-2922.

Submit an application to address indicated above. This is the location where you would like your list eligibility

established. Do not submit applications to the State Personnel Board.

TESTING RESTRICTION The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the

last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE **CONTINUOUS TESTING - NO APPLICATION DEADLINE.** Testing is considered continuous as examination dates may be set at any time.

EXAM PLAN

This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE EXAM WILL BE DISOUAL IFIED.

NOTE: Accepted competitors are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

MINIMUM QUALIFICATIONS NOTE: All competitors must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

EITHER I

One year of experience performing the duties of a Food Service Technician I in the California state service.

OR II

Two years of experience in the distribution and service of foods in large quantity. This experience must have included the cleaning and maintaining of equipment and work areas.

SPECIAL PERSONAL CHARACTERISTICS Sympathetic understanding of and willingness to work with the patient population of a State hospital; personal cleanliness, good sense of smell and taste, and freedom from communicable disease.

JOB DESCRIPTION

The Food Service Technician II, under supervision, leads, instructs, and works with employees and helpers from the resident population engaged in serving meals and cleaning and maintaining work areas, equipment, and utensils; is in charge of a dining room, central pot-washing room or vegetable room, or clean-up operations in a bake shop or other comparable assignments; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

POSITION LOCATION(S)

Positions exist at Patton State Hospital.

EXAM INFORMATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the written examination will be on measuring, relative to job demands, each competitor's:

Knowledge of:

- 1. Proper methods of cleaning work areas and basic food service equipment for use in a State hospital.
- 2. Basic methods of preparing foods for cooking and storing in a State hospital.
- 3. Various types of food service utensils and equipment and their use in a State hospital.
- 4. Proper methods of arranging dining room furniture and setting tables in a State hospital.
- 5. Pantry work as it relates to storing inventory and supplies in a State hospital.
- 6. Basic arithmetic operations, i.e., addition, subtraction, multiplication, and division needed to perform food service duties in a State hospital.

Ability to:

- 1. Follow directions and keep simple records to food service in a State hospital.
- 2. Read and write English at a level to maintain effective relationships with staff and clients in a State hospital.
- Think logically and use good judgment in every day activities related to performing food service tasks in a State hospital.
- 4. Organize and prioritize duties related to performing food service tasks in a State hospital.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies at Patton State Hospital. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the final filing date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination, however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corp). Three (3) points are added to the final score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento,)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.